# ARRA Calculator Directions

Welcome to the ARRA Benefits Calculator. This tool is designed to provide high level estimates of energy savings and resulting emission reductions. This tool is <u>not</u> intended to replace contractor or engineering supplied estimates of your project savings. Results are simple and applicable to a broad range of environments but are not sophisticated enough to accurately model all design issues. The outputs from this tool should only be used for reporting to DOE if site specific estimates are not available.

This calculator provides individual modules for each of the following areas: Renewables, Transportation, Residential Retrofits, Non-residential Retrofits, Financial Programs, Workshops & Education, Energy Audits or Codes/Standards, Technical Consulting or New Construction, and Recycling.

Each area has one sheet (or tab) for inputting data and one sheet (or tab) that generates the savings report. There is also a Total Savings sheet that sums all areas.

For those individuals new to Microsoft Excel we have also included "Click Here" buttons to navigate the spreadsheet. In addition, since the reports MUST be refreshed after inputting or modifying data we have included "Refresh" buttons to aid and remind the user to do so.

Below are specific instructions to calculate Energy, Greenhouse, and Emissions savings:

**1. Enable macros**

This workbook contains macros that must be enabled for the report calculations.
On the top left of your screen you will see the following message:
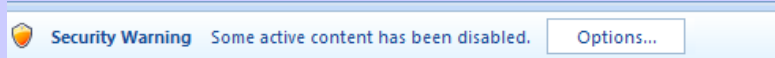


Click on the <u>Options</u> button, and then choose "<u>Enable this content</u>."

**2. Once the macros are enabled you are ready to begin entering data.**
Each Input sheet has several STEPS to follow. Steps are highlighted in red.
As an example, if you implemented or installed renewable energy projects you will go to the "Renewables Input" sheet.
Your first step is to enter the <u>ZIP code </u>where the project was implemented. Then choose the Project Sector, i.e., Residential or Commercial & Industrial, if applicable.
You may only input data in fields that are colored yellow. Many of these fields have drop down menus to aid the user.
If you are uncertain what the calculator requires, click directly on the yellow cell. It will provide a drop down menu or further instructions.

This calculator is more precise if you know the exact units and specifications of the items installed. However, for some calculations, we do provide for the option of entering in the dollar value of the improvement. Note that this calculation is less accurate and should be used only if the other information is not available.

**3. Calculate report values**
Once you enter your data you are ready to run the report(s).
You can reach the Report page by either clicking on the "For results" button on the top right of the "Input" sheet or by choosing the corresponding "Report" sheet using the tabs on the bottom of the workbook.
On the "Report" sheet, click the "Click here to update table" button to calculate the report values.
**Note that you must click that button each time you modify data on the input sheet or it will not be correct.**

**4. Print report**
The reports are ready to print. Select the Office Button in the top right corner and then select Print.